



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1  
DISTRIBUTION: A, B, C, S

CJCSI 1600.01B  
31 May 2013

## CHARTER FOR UNITED STATES EUROPEAN COMMAND NATO MANNING DIVISION

Reference(s): See Enclosure A

1. Purpose. Define mission and responsibilities for the Headquarters, U.S. European Command (HQ USEUCOM), North Atlantic Treaty Organization (NATO) Manning Division (ECJ1-N). CJCS responsibility and authority for the administration and support of joint forces are found in reference a.
2. Cancellation. CJCSI 1600.01A, 10 December 2010, "Charter for United States European Command NATO Manning Division," is hereby canceled.
3. Applicability. This instruction is applicable to the Joint Staff, U.S. Representatives to NATO, Services, U.S. Senior National Representatives, Combatant Commands (CCMDs), and CCMD components.
4. Policy. The HQ USEUCOM NATO Manning Division (ECJ1-N) is responsible for establishing internal policies and procedures for validating, documenting, and prioritizing joint manpower requirements for NATO.
5. Definitions. See Enclosure B.
6. Responsibilities
  - a. This paragraph provides policy guidance for ECJ1-N. Resources re-allocated from Major Force Program Ten to USEUCOM for ECJ1-N by the Services shall be used solely for ECJ1-N operations and support.
    - (1) ECJ1-N serves as the division of USEUCOM J1 that functions as a single point organization in the Department of Defense responsible to provide

integrated joint personnel strength and manpower management for U.S. military personnel serving in NATO.

(2) ECJ1-N functions include the following:

(a) Personnel Strength Management

1. Provides overall strength management for NATO military posts that the United States has committed to fill. Maintains electronic joint manpower and personnel system (eJMAPS) personnel module in accordance with reference b. Prepares U.S. joint personnel strength reports, forecasts U.S. joint personnel strength, and reconciles U.S. joint, NATO, and Service personnel strength reports.

2. Coordinates assignment impacts and other issues for U.S. personnel assigned to Joint Duty Assignment List (JDAL) positions in NATO in accordance with reference c. Coordinates joint tour length waivers.

3. Provides CCMD-level advocacy for priority, critical fills for NATO. Equitably manages, evaluates, and prioritizes all military assignments to NATO organizations. Validates personnel requisitions and submits to Service personnel centers for assignments. Coordinates pinpoint assignments for replacements and coordinates with NATO unit-level organizations to forecast losses.

4. Coordinates closely with Senior National Representatives (SNRs) and U.S. Representatives to NATO in the accountability and tracking of U.S. military personnel reassigned internally within NATO.

5. Manages U.S. general and flag officer nominations to NATO. Coordinates one- and two-star nominations and tracks approval of three- and four-star nominations in accordance with reference d.

6. Develops personnel transition plans in cases of activation, reorganization, relocation, or deactivation of a NATO HQ/entity.

(b) Manpower Requirements Management

1. Manages manpower requirements and sourcing strategies for U.S. contributions to NATO, to include Voluntary National Contributions, dual-hat, rotational and non-quota post allocations, and U.S. joint requirements.

2. Supports Joint Staff J-1 Human Capital Division (HCD) during the Joint Manpower Validation Process, which considers requests to increase U.S. manpower contributions to NATO in accordance with reference b. Upon validation of new manpower requirements, ECJ1-N pursues JDAL

validation as appropriate and assists in identifying potential manpower resource options.

3. Ensures joint officer education and qualification criteria are coded in eJMAPS and that joint officer management (JOM) policies are adhered to in accordance with reference c. Coordinates JDAL issues, including JDAL billet revalidation. SNRs will prepare JDAL validation package submissions and forward to ECJ1-N for review in advance of JDAL validation boards. ECJ1-N will review to ensure the required information is included and forward to JS J-1/JOM in the specified format.

4. Implements Major Force Program Ten manpower controls, policies, procedures, and guidance according to U.S. and NATO manpower policies (references b and e, respectively).

5. Supports periodic reviews of peacetime establishment (PE) and memorandum of understanding (MOU) manpower and organization changes. Maintains the NATO joint table of distribution (JTD) in eJMAPS for U.S. contributions to NATO, including reconciling the JTD with the results of PE and MOU restructures and reviews.

6. Coordinates directly with U.S. Representatives to NATO, SNRs, and Joint Staff to ensure the NATO JTD is updated to match approved changes to NATO PEs and MOUs. Ensures manpower is invested against the highest mission priorities as determined by national command authorities via U.S. representation to the Defense Planning Committee (Secretary of Defense) and North Atlantic Council (the President).

7. Coordinates directly with Services to ensure that they update manpower documents to match approved changes to the NATO JTD.

(c) NATO Restructure and Transformation. Coordinates U.S. manpower and personnel actions in support of the international bidding process during restructuring, e.g., nations-to-posts process. Partners with Joint Staff, Services, USEUCOM J-5, U.S. Representatives to NATO, and SNRs on U.S. bid strategy. Develops and disseminates bid guidance to SNRs, and coordinates to develop bids that meet policy guidelines and manpower constraints. Pre-coordinates proposed U.S. bids with the Joint Staff and Services. Teams with U.S. Representatives to NATO, as appropriate, to negotiate the coordinated U.S. bid in NATO manning conferences, to include NATO Command Structure, International Military Staff (IMS), Agencies, NATO Airborne Early Warning and Control Force, and other NATO entities as required. Builds and documents allocated U.S. posts on the NATO JTD, develops personnel transition plans, and executes personnel actions to man the revised structure(s).

(d) NATO Agreements Management

1. Executes responsibilities associated with designation of HQ USEUCOM as Lead Agent for multinational MOU organizations supporting NATO. As Lead Agent, coordinates U.S. participation in all NATO MOUs/ Centers of Excellence (COEs) established within the NATO Command Arrangement when delegated from the appropriate higher authority, consistent with U.S. law, policy, procedures (references f and g), priorities, and resource availability. Lead Agent responsibilities include, but are not limited to, the following:

a. Coordinates/requests Subject Matter Expert evaluations to leverage recognized expertise and experience for input to overall evaluation of MOU/COE organization and its relevance to U.S. interests.

b. Plans, directs, schedules, and manages U.S. participation including coordinating staffing within USEUCOM and with the Joint Staff.

c. Develops and coordinates USEUCOM recommendation as to whether it is in the United States' best interests to participate in MOU/COE.

d. Identifies and coordinates specific billets that the United States should bid in the manning of MOU/COE.

e. Submits initial draft MOU detailing operation, administration, and functioning and Technical Arrangement (TA) concerning support of U.S. personnel serving in MOU/COE. Once approved by Joint Staff, negotiates MOU and TA and submits to Joint Staff before concluding.

f. Coordinates with SNRs to obtain periodic reports of all U.S. staffing, including civilians and contractors, at MOU/COE.

g. Maintains ongoing coordination with the Joint Staff and liaison with Allied Command Transformation (ACT), Allied Command Operations (ACO), and USAREUR G8 NATO Resource Support Branch on issues related to U.S. participation in MOU/COE.

h. Coordinates CCMD-to-CCMD Command Arrangement Agreements as required for MOU/COE.

2. When the U.S. is designated as Lead Nation and/or Framework Nation, the following additional responsibilities apply:

a. Coordinates support arrangements between the MOU/COE and other organizations as approved and within the time specified by the Steering Committee (SC) or Senior Policy Resource Committee (SPRC);

- b. Provides the Chair for SC or SPRC sessions;
  - c. Coordinates, and facilitates funding support required for the MOU/COE as reflected in the multinational budget of the MOU/COE;
  - d. Informs and seeks approval of Participating Nations for all actions / negotiations undertaken on their behalf as described above; and,
  - e. Issues the calling notice for meetings with proposed agenda and supporting papers prior to the planning meeting.
3. As designated Lead Agent, USEUCOM may further delegate responsibility for negotiations concerning specific activities and support functions for U.S. personnel assigned to MOU/COE to USEUCOM components or other appropriate entities unless otherwise restricted by the Joint Staff.
- b. The Secretary of the Army is responsible for Planning, Programming, Budgeting and Execution for ECJ1-N operations in accordance with reference h, paragraph 4.
  - c. Services retain Administrative Agent responsibilities in support of NATO as directed in reference i, as well as ADCON of U.S. military personnel assigned to NATO. Services (or components) will provide ECJ1-N with access as appropriate to read, query, and download data from personnel and manpower systems to perform ECJ1-N's mission.
  - d. SNRs and U.S. Representatives to NATO will coordinate with ECJ1-N before reassigning or approving early release of U.S. military personnel. Additionally, they will provide periodic reports of all U.S. staffing, including civilians and contractors, at MOU/COE as required by ECJ1-N.
  - e. SNRs shall submit manpower change requests and priorities involving the U.S. contribution (Service or skill changes, for example) through ECJ1-N to J-1/HCD for assessment of validity, affordability, and supportability based on NATO and U.S. manpower policies, and for Service coordination and approval.
  - f. Commander USEUCOM has the opportunity to provide input and comment in all four phases of DoD Planning, Programming, Budgeting and Execution (PPBE) to ensure that ACO and/or the NATO Force Structure (NFS) attain the best mix of U.S. manpower support in accordance with Combatant Commander functions and responsibilities at Enclosure A to reference j.
  - g. Joint Staff J-1/Human Capital Division (HCD):

31 May 2013

(1) performs Joint Staff-level manpower and manning functions for NATO and is responsible for coordinating NATO JTD changes with Services, Joint Staff, and OSD as required; and implementing approved changes in accordance with reference b.

(2) is program manager for Major Force Program Ten joint manpower resources allocated for NATO in the DoD Future Years Defense Program (FYDP), and provides subject matter expertise and Joint perspective during the program budget review process and at other times as needed to develop Joint warfighter positions and recommendations on program and budget issues in accordance with Joint Staff functions and responsibilities at Enclosure A to reference j.

(3) represents the U.S. in the NATO Defense Manpower Committee (NDMC) and develops the coordinated U.S. position on NATO manpower policies and proposals as required in accordance with reference k. U.S. Representatives to NATO and ECJ1-N assist Joint Staff J-1 in this role.

7. Summary of Changes. See Enclosure C

8. Releasability. This instruction/manual/notice is approved for public release; distribution is unlimited. DoD components (to include the CCMDs), other Federal Agencies, and the public may obtain copies of this instruction through the CJCS Directives Home Page--[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives)--on the Internet.

9. Effective Date. Effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



CURTIS M. SCAPARROTTI  
Lieutenant General, U.S. Army  
Director, Joint Staff

Enclosures:

- A - References
- B - Definitions
- C - Summary of Changes

31 May 2013

## DISTRIBUTION

Distribution A, B, and C plus the following:

	<u>Copies</u>
U.S. Mission to NATO .....	2
U.S. Delegation to NATO Military Committee .....	2
U.S. National Military Representative to SHAPE .....	2
U.S. Liaison Office Supreme Allied Commander Transformation .....	2
U.S. Army Europe .....	2
U.S. Marine Forces Europe .....	2
U.S. Naval Forces Europe .....	2
U.S. Air Forces Europe .....	2
U.S. Army NATO .....	2

(INTENTIONALLY BLANK)



ENCLOSURE A

REFERENCES

- a. 10 U.S.C. §§ 164, 3013, 5013, 8013
- b. CJCS Instruction 1001.01 series, "Joint Manpower and Personnel Program"
- c. CJCS Instruction 1330.05 series, "Joint Officer Management Program Procedures"
- d. CJCS Instruction 1331.01 series, "Manpower and Personnel Actions Involving General and Flag Officers"
- e. Allied Administrative Publication (AAP)-16, 5 June 2007, Manpower Policies and Procedures
- f. DoD Directive 5530.3, 11 Jun 1987, "International Agreements"
- g. CJCS Instruction 2300.01 series, "International Agreements"
- h. DoD Directive 5100.03, 9 February 2011, "Support of the Headquarters of Combatant and Subordinate Joint Commands"
- i. DoD 7000.14R, DoD Financial Management Regulation, Volume 11A, Chapter 9, August 2009, "Support of International Military Activities"
- j. CJCS Instruction 8501.01 series, "Chairman of the Joint Chiefs of Staff, Combatant Commanders, Chief, National Guard Bureau, and Joint Staff Participation in the Planning, Programming, Budgeting and Execution Process"
- k. CJCS Instruction 2010.01 series, "Procedures Related to the Conduct of Military Affairs of the Military Committee, NATO"

Other Relevant Publications:

Joint Publication 1, Change 1, 20 May 2009, "Doctrine for the Armed Forces of the United States of America"

Joint Publication 3-0, 11 August 2011, "Joint Operations"

DoD Directive 5105.20, 2 May 2001, "Defense Representation, United States Mission to the North Atlantic Treaty Organization and Europe"

CJCS Instruction 5111.01 series, "Charter for the U.S. National Military Representative (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE)"

(INTENTIONALLY BLANK)

## ENCLOSURE B

### DEFINITIONS

**Components:** Service components of USEUCOM; e.g., U.S. Army Europe, U.S. Marine Corps Forces Europe, U.S. Naval Forces Europe, and U.S. Air Forces Europe.

**NATO:** For the purposes of ECJ1-N, NATO includes permanent authorizations in U.S. joint organizations that provide representation to NATO at various levels, as well as allocated United States of America (USA) posts in Peacetime Establishment (PE) organizations, NATO Force Structure memorandum of understanding (MOU) organizations, and Center of Excellence (COE) MOU organizations (collectively MOU/COE). This includes, but is not limited to, the following organizations: NATO International Military Staff (IMS), NATO Science and Technology Organization (STO), NATO Standardization Agency (NSA), NATO Defense College (NDC), Allied Command Operations (ACO), Allied Command Transformation (ACT), NATO Communications and Information Agency (NCIA), NATO Airborne Early Warning and Control (NAEW&C) Force, U.S. Mission to NATO (USNATO), U.S. Delegation to the NATO Military Committee (USDELMC), U.S. National Military Representative to Supreme Headquarters Allied Powers Europe (USNMR-SHAPE), and U.S. National Liaison Representative to Supreme Allied Commander Transformation (USNLR-SACT).

**Services:** U.S. Army, U.S. Marine Corps, U.S. Navy, and U.S. Air Force.

**U.S. Representatives to NATO:** USNATO, USDELMC, USNMR-SHAPE, and USNLR-SACT.

**U.S. Senior National Representatives (SNR):** Senior U.S. officer serving in any NATO entity.

(INTENTIONALLY BLANK)

ENCLOSURE C

SUMMARY OF CHANGES

a. Deletes ECJ1-N responsibility with respect to NATO Education Course because National Defense University discontinued the course - paragraph 6a(2)(a).

b. Clarifies ECJ1-N responsibility for developing, coordinating, and negotiating the USA bid proposal for NATO restructuring – paragraph 6a(2)(c).

c. Expands ECJ1-N role in managing and executing NATO Agreements. Incorporates and codifies relevant aspects of Director Joint Staff message guidance – paragraph 6a(2)(d).

- 042255Z Jun 93, Participation in SUB-PSC HQS and CAOCS
- 282306Z Jan 94, HQ USEUCOM Recommendation for the US Financial Mechanisms for NATO SUB-PSC HQs with ACE
- 252128Z Aug 99, Lead Agent for US Participation in NATO Multinational Reaction Force and Detachment HQS.

d. Requires coordination and periodic staffing reports from SNRs and U.S. Representatives to NATO - paragraph 6d.

e. Identifies Commander, USEUCOM, opportunity to provide input to DoD PPBE regarding U.S. manpower required in support of ACO and/or the NFS – paragraph 6f.

f. Clarifies JS J1 responsibilities in DoD PPBE process – paragraph 6g(2).

g. Updates NATO definition based on NATO Reform decisions – Enclosure B.

(INTENTIONALLY BLANK)